

1. The CIA Weekly is an interpretive analysis of current world developments, published primarily for intelligence and operational personnel who require such a production. The publication is presented in detachable sections for the convenience of the recipients.

2. Each producing Division of ORE will have the responsibility for the selection of subject matter to be covered and for the writing of analyses on the selected subjects, and will have primary responsibility for coordinating the selected material, as well as for the mechanical preparation of its section. D/Pub. will have non-substantive editorial review responsibility and will be primarily responsible for the reproduction and dissemination of the publication.

a. Selection--The ORE producing Divisions will select items for the CIA Weekly Review on the basis of the above statement of the publication's scope and purpose. (The attached sample issue will serve as a general guide for format.) To facilitate the final production of each issue, the producing Divisions will notify D/Pub. in advance whenever their individual sections are to be substantially larger than normal.

b. Coordinating--The Divisions will coordinate items with other Divisions whenever substantive responsibility is shared, and will attach to each submission a copy of the sample coordination form, showing the coordination effected. D/Pub. will ascertain, on the basis of Divisional substantive competence as determined by D/PP, whether complete coordination has been achieved, and will recommend additional coordination where warranted.

- c. Editing--The Divisions will edit their sections in accordance with the above statement of the publication's purpose. In exercising its non-substantive editorial review function, D/Pub. will make only post facto recommendations to obtain conformity to standardized format. The attached sample will serve as a guide for handling such editorial problems as sectional organization and headlines. D/Pub will make up a table of contents for the composite issue and will assign page numbers.
- d. Typing--The Divisions will be responsible for typing the ditto masters for their sections of the CIA Weekly Review. The attached exhibit page gives the marginal and paragraph spacing, along with other necessary data. The Divisions are to place the ditto masters in the hands of D/Pub. by the opening of business on Wednesday of each week, excepting those weeks when ~~AD~~/ORE sets another deadline.

S E C R E T

Western Europe

1. The CIA Weekly is an "interpretive analysis"

2. Each producing division will have responsibility for selecting subject matter and writing of analyses on selected subjects and will have primary responsibility for coordinating and mechanical preparation...D/Pub will have non-substantive editorial review responsibility and...

a. Selection
(The attached sample issue will serve as a general guide for format.)

To facilitate final production of each issue, the producing Divisions will notify Pub in advance whenever their individual sections will be substantially larger than normal.

b. Coordinating
D/Pub will ascertain on the basis of Divisional substantive competence as determined by D/PF whether complete coordination has been achieved and will recommend additional coordination where warranted.

c. Editing
...In exercising its non-substantive editing review function, D/Pub will make only post facto recommendations to obtain conformity to standardized format.

d. Typing
The divisions are to place the ditto masters
....

Publications Division

1. The CIA Weekly Review is a survey of significant developments

2. Each producing division will have primary responsibility for selection, coordinating, editing, typing... D/Pub will have review responsibility in each of these phases...

a. Selection
(... guide for selection as well as format)

To make possible some measure of control of overall size of each issue, the producing Divisions will obtain advance clearance from D/Pub whenever...

b. Coordinating
It is the responsibility of D/Pub to ascertain whether on the basis of these statements adequate coordination has been made.

c. Editing
...and will be responsible for making the material lucid and readable. In exercising its review function, D/Pub will—except for correcting obvious errors—make only post facto recommendations.

d. Typing
The divisions are to place the corrected ditto masters... D/Pub will be responsible for reproducing the masters provided them.